



## Project Manager, Roundtables

The [Center for Open Data Enterprise](#) (CODE) is a 501(c)(3) independent nonprofit organization based in Washington, D.C. whose mission is to maximize the value of open government data for the public good.

### Role Description:

CODE is a leader in research and stakeholder engagement to improve and promote the use of open government data. As a core part of its programs, CODE conducts high-level [Roundtables](#) in collaboration with the White House and a number of U.S. federal agencies. CODE is seeking a full-time Project Manager to lead research and event planning related to the Roundtable program, starting in May 2019. The Project Manager will play a central role in identifying topics and participants for the CODE Roundtables, organizing and facilitating the events, producing summary reports, and developing other related outputs such as briefing papers and news articles to publicize the results. This individual will work alongside another Roundtables Project Manager, each with their own portfolio of projects within CODE's Roundtable program. They should be familiar with data and technology policy, have experience managing and planning events, and have the ability to work closely with federal leaders at a high level.

### Specific tasks include:

- Coordinating with government, industry, and civil society to plan and co-host Roundtables on a large scale
- Developing detailed Roundtable project plans and documentation to track progress
- Managing external participant communications including Roundtable invitees and high-level speakers
- Framing research efforts for Roundtables, including identifying participants, discussion topics, and questions
- Drafting Roundtable materials, including briefing papers, agendas, facilitation guides, and runs-of-show
- Synthesizing information gathered through research, interviews, surveys, and Roundtable discussions to produce public summary reports and other follow-up materials
- Managing resource availability and allocation, including ensuring that events are within scope and budget
- Measuring project performance using surveys and other metrics

### Skills & Experience:

#### Required:

- Previous experience with project management and/or event management
- Commitment to careful, detailed quality control
- Demonstrated ability to produce high-quality content under tight deadlines
- Excellent organization and time management skills
- Strong verbal and written communication skills
- Ability to work independently and take initiative

#### Preferred:

- Experience working on qualitative research about government, data, and/or technology policy
- Experience working with U.S. federal agencies and/or open government data use

**Schedule:** Full-time, based at CODE's office in Washington, D.C. at the OpenGov Hub (1110 Vermont Avenue NW, Suite 500, Washington, D.C. 20005)

**To Apply:** Interested candidates should email Katarina Rebello ([katarina@odenterprise.org](mailto:katarina@odenterprise.org)) with a cover letter and 1-page CV